



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

Applications are now being accepted for the position of:

COURT CLERK I / II

Hourly Salary Range: Court Clerk I - \$13.92 - \$16.92
Court Clerk II - \$15.45 - \$18.78

Filing Period: 2-27-2016 through 3-18-2016

The Position: To examine, approve, and accept legal documents for filing in the Superior Court of California, County of Butte; assist in calendaring court proceedings; attend court sessions, performing a variety of clerical and administrative support functions; and to perform related duties as assigned.

Distinguishing Characteristics: This is the entry-level classification for the Court Clerk series. Incumbents apply the requisite knowledge, skills, and abilities in learning to perform the full scope of court clerk duties. Incumbents are trained in working with applicable legal forms and documents and learning the necessary and appropriate legal terminology and procedures of the division in which they are assigned. Court Clerks may be assigned to work in various divisions and at either of two court locations in Butte County and rotated if operationally needed. **NOTE:** An incumbent in this entry-level classification is expected to advance to the higher level classification of Court Clerk II after one year of court clerk experience and demonstrating proficiency for the advancement.

Essential Job Functions: (The following lists of duties are typical of those performed by the incumbent in this classification)

- Receives and examines legal documents for completeness and conformity to requirements; returns unacceptable documents, and affixes seals and stamps to endorse, certify, or file documents; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Determines, accepts and records filing fees, fines, forfeitures, and bails; explains fees and fines; provides information regarding court or filing procedures; assists individuals in locating materials and information.
- Verifies, enters, retrieves, corrects, and updates information in automated record-keeping systems; provides information regarding scheduled cases.
- Assigns matters to proper department of the court; calendars court proceedings in automated systems.
- Attends court sessions, recording and transcribing minutes; prepares official records of court proceedings; records decisions, verdicts, and judgments; issues writs and abstracts; notification of and follow-up on court orders; completes and processes court documents for Court of Appeals; prepares case files, ensuring that all necessary documents are included, and researches cases to locate information or documents.
- Prepares and types forms, documents, reports, and correspondence; processes mail for proper disposition; copies legal documents.

Employment Standards:

Experience: Two years of clerical experience involving public contact. Successful completion of a program in Paralegal Studies or an Associate Degree from an accredited college or university in legal, legal clerical, or a closely related field may be substituted for one year of the experience.

Knowledge of:

- Modern office equipment including computers, fax machines and photocopiers;
- Computers software applications including word processing and databases;
- Proper maintenance of records, preparing correspondence and reports; filing, indexing, and cross-referencing methods;
- Tabulating and posting data and basic mathematical computations;
- Principles of English grammar, spelling, and punctuation;
- Methods and practices of legal offices, basic legal terminology and documents; and
- Basic public contact and customer service techniques.

Ability to:

- Type accurately and enter data into a computer system from clear copy and rough notes at a speed sufficient to perform assigned duties; operate a variety of office equipment including personal computers;
- Review documents for accuracy, completeness, and conformity with legal requirements; learn relevant legal terminology; be accurate and pay close attention to detail; maintain complex records; follow standardized procedures; and
- Communicate clearly both verbally and in writing; understand and follow through with written and verbal instructions; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees, and the general public.

Environmental and Functional Factors

Incumbents will perform work inside of buildings; work in a controlled environmental facility; work alone or closely with others; perform work while standing, or sitting; must be able to communicate verbally with coworkers and other individuals; use fingers on both hands; be able to hear well; must be able to see clearly and up close; duties may require the incumbent to stand or walk part of the time with moderate bending, stooping, squatting, twisting, reaching, or working, on irregular surfaces; may require light physical effort which includes frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

Salary and Benefits Package: Court Clerk I = \$13.92 to \$16.92 / hour; Court Clerk II = \$15.45 to \$18.78 / hour.

Salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20 and 25 years of service
- Membership in CalPERS Retirement System: 2% @ 62 – new members; 2% @ 55 - classic members
- Choice of 4 CalPERS Health Insurance Plans (HMO / PPO)
- Dental & Vision Plans
- Basic Life Insurance provided by Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan
- Flexible Spending Section 125 Account (health / dependent care)
- Employee Assistance Program

Application and Selection Procedures:

You can apply online at the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request or pick up an application and/or informational job notice by contacting the Butte Superior Court located at One Court Street, Oroville, CA 95965 or 1775 Concord Avenue, Chico, CA 95928; or by calling Human Resources at 530-532-7103. **Applicants must submit a Superior Court Employment Application and supplemental questionnaire to the Human Resources office by 4:00pm on Friday March, 18, 2016.** Attachments/uploads to the application will be accepted. Applications will also be accepted via fax at 530-532-7291 and via e-mail to HR@buttecourt.ca.gov.

Applications will be reviewed for minimum qualifications as listed in the job description. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance. All information on the application must be complete to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. **Include a complete list of work experience which relates to the specific minimum qualification requirements.** Applicants must meet all of the qualifications for the classification by the final filing date.

Qualified applicants will be invited to a written exam the beginning of April.

Pre-employment Policies and Other Requirements:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify and passing a pre-employment medical review/examination.

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Policy of Nondiscrimination

Superior Court of California, County of Butte, does not discriminate on the basis of mental or physical disability in its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte, encourages applications from all persons regardless of their race, color, sex, religion, religious creed, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Office.

COURT CLERK I / II SUPPLEMENTAL QUESTIONNAIRE

Answers to the three (3) questions below must be submitted with your Superior Court employment application.

1. The Butte Superior Court has court facilities in two locations (Oroville and Chico) within Butte County. A Court Clerk may be assigned to either of these facilities and the location of the employment may change from time to time. Are you able to work at either of the Court facilities?

☐ YES ☐ NO

2. As a Court Clerk, overtime may be periodically required when court proceedings continue past 5:00. Will the requirement of mandatory overtime on occasion present any problems or concerns for you?

☐ YES ☐ NO

3. A clerk works in a fast-paced work environment with frequent interruptions and changing tasks each day. Please rate your ability to work in this challenging environment?

☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Needs Improvement